PQS QUALIFICATION SHEET

Enlisted Processing Assistant (EPA) Module

Name of Trainee	Qualification Start Date	Qualification Due Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. BEERS			
2. Waivers			
3. Quality Control			
4. Applicant Processing			
5. Field Interface			
6. Administration			
7. Final Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE
1. Basic Enlistment Eligibility Requirements (BEERS) (COMNAVCRUITCOMINST 1130.8). Describe the elements of enlistment eligibility for both active and reserve programs in the following areas:									
a. General Blueprinting									
b. SSN Verification									
c. Birth/Citizenship Verification									
d. Education Requirements/ Verification									
e. Mental/Physical Requirements									
f. Police/Civil/Juvenile Involvement/Convictions									
g. Applicants with civil restraint									
h. Applicants with lawsuits pending									
i. Drug/Alcohol Use/Abuse									
j. Dependents/Custody Verification									
k. Age Requirements/Parental Consent									
l. Prior Military Service Requirements									
m. Advanced pay grade requirements									
n. PSSQ Requirements and Verification									
o. Describe enlistment eligibility for TIER II/III Applicants									
2. Waivers (COMNAVCRUITCOMINST 1130.8)									
a. Demonstrate the ability to use all waiver matrixes to identify enlistment waivers for both active and reserve programs.									
b. QC an active and reserve waiver kit for accuracy and completeness.									
c. Describe the correct format and placement of waiver entries.									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE
d. Process a request for a N3M waiver.									
3. Quality Control (COMNAVCRUITCOMINST 1130.8)									
a. QC a pre-enlistment kit to ensure completeness and accuracy.									
b. Identify all required forms and documents for a kit at DEP-in.									
c. Describe the requirements for record maintenance for residuals, active DEP records, QNE records and rejected records.									
d. Describe the proper procedures for processing a returned Police Record Check.									
e. Demonstrate the ability to properly prepare the Service Record for shipping.									
f. Demonstrate the ability to post-DEP QC a record.									
g. Demonstrate the ability to prepare and QC the residual file after shipping.									
h. Explain the difference between AC and RC kits.									
4. Applicant Processing (COMNAVCRUITCOMINST 1130.8, MEPCOM AR 601-270)									
a. Explain the procedures used in scheduling applicants for tests, physicals, consult, DEP-in and shipping.									
b. Describe applicant flow at MEPS.									
c. Demonstrate the ability to utilize MIRS.									
d. Explain the eight-year Military Service Obligation (MSO).									
e. Discuss procedures for a DEP Discharged applicant.									
f. Explain "Red Carpet" treatment procedures at MEPS.									
g. Demonstrate the ability to determine an applicant's physical qualifications from the DD Form 2807-1 and DD Form 2808.									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
h. Monitor, evaluate and discuss:									
(1) Applicant transportation/ lodging									
(2) MEPS Processing									
(3) Procedures for medical consult									
(4) MEPS cut-off time and exception policy									
5. Field Interface (COMNAVCRUITCOMINST 5400.1 and 5400.2)									
a. Visit a local NAVCRUITSTA and observe a prospect interview (AC/RC).									
b. Visit a local Navy Operational Support Center (NOSC) with a reserve program recruiter to become familiar with drilling reserve issues.									
6. Administration (COMNAVCRUITCOMINST 5400.1)									
a. Explain the NAVCRUITCOM processing chain of command.									
b. Explain the Region processing chain of command.									
c. Explain the District processing chain of command.									
d. Complete Privacy Act training 101 & 103.									
7. Final Qualification									
a. Recommended for EPA PQS Board									
b. Successfully complete EPA PQS Board.									

Enclosure (12)

8. Record of Qualification:

a. Recommended for PQS Qualification Board.   Date: _____

I, _____ , certify that _____
   (Name/Rate/Qualifier Position)   (Name/Rate)
is ready for final qualification by a PQS Board for the position of Enlisted
Processing Assistant.

Qualifier's Signature _____

b. Qualification Board: Date: _____

We certify the examinee to be fully qualified for the position of Enlisted
Processing Assistant.

_____   _____
Board President (Name/Rate/Position)   (Signature)

_____   _____
Board Member (Name/Rate/Position)   (Signature)

_____   _____
Board Member (Name/Rate/Position)   (Signature)

_____   _____
Board Member (Name/Rate/Position)   (Signature)

_____   _____
Board Member (Name/Rate/Position)   (Signature)

c. Reviewed:

PQS Training Officer, NRD_____   _____
                                                     (Signature/Date)

d. Approved:

Commanding Officer, NRD_____   _____
                                                     (Signature/Date)

e. Service Record Entry (Page 4):

Chief Administrator, NRD_____   _____
                                                     (Signature/Date)
You are hereby granted an extension. Your new maximum qualification date is
_____. (Attach a copy of extension request with justification).

                              _____
                                    PQS Training Officer

Copy to:
Member's Training Record